

NRC FORM 114  
(3-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY IRRELEVANT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>Records Management Technician</b>		ANNOUNCEMENT NUMBER <b>0260002</b>	DATES:	OPENING <b>10/15/01</b>	CLOSING (Close of business) <b>10/30/01</b>	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES <b>0305</b>	GRADE <b>GG-06/07</b>	KNOWN PROMOTION POTENTIAL TO <b>GG-07</b>	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION <b>Office of the Regional Administrator Division of Resource Management &amp; Admin. Information Resource Management Branch</b>			NATIONWIDE		<input checked="" type="checkbox"/>	BARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/>	FULL-TIME
			<input checked="" type="checkbox"/> REGION IV COMMUTING AREA		PERMANENT APPOINTMENT	
			OTHER		INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	
DUTY LOCATION <b>Arlington, TX</b>			TRAVEL REQUIREMENTS <b>Minimal</b>		NAME OF IMMEDIATE SUPERVISOR <b>John L. Pellet</b>	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SR17 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114, VACANCY APPLICATION STATEMENT (NRC application only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANT(S) ONLY; FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify).

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

**THIS POSITION COULD BE CONVERTED TO A PERMANENT POSITION WITHOUT FURTHER COMPETITION.**

Incumbent controls, organizes and maintains technical and generic correspondence and documents, as well as 50-docket reactor reports in paper and electronic form. Ensures that official files under purview are managed in accordance with NRC's policies and procedures for paper and

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have working knowledge of processing operations that provide for the establishment, maintenance, control, protection, and disposition of records, for efficient reference service, and for retrieval of information and materials. At least one year of this experience must have been at the next lower grade level or equivalent.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

**ALL APPLICANTS ARE REQUIRED TO PROVIDE A NARRATIVE STATEMENT ADDRESSING THE RATING FACTORS LISTED BELOW.**

1. Demonstrated knowledge and skills maintaining record systems in compliance with federal standards, regulations, and statutes.
2. Demonstrated knowledge and skill using Windows applications to scan

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FOR ADDITIONAL INFORMATION CONTACT

**Mary Scott****E-Mail: MYS****Mail Stop: RIV**

TELEPHONE

AREA CODE

NUMBER

**817****860-8255**

SEND APPLICATION MATERIALS TO:

<input type="checkbox"/> Human Resources Executive & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input checked="" type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23185) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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DUTIES OF POSITION - CONTINUED

electronic files. Provides document control, reference, research and information services for the Region IV staff. Serves as Records Liaison with responsibilities for coordinating record management matters, including Freedom of Information Act requests. Process electronic Time and Attendance and FOIA requests. Also performs backup duties as specified.

\*Opened to all sources; however, interview and relocation expenses are not authorized for this position.

RATING FACTORS - CONTINUED

paper documents for conversion to electronic form.

3. Demonstrated knowledge and skill using database applications to store, retrieve, and search for electronic records.

4. General familiarity with word processing and electronic mail software in a Windows environment (especially WordPerfect and Groupwise).

5. Demonstrated written and oral communications skills.

Veterans Preference: If claiming 5-Point Veterans Preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-Point Veterans Preference, you must attach an SF-15. Applications for 10-Point Veterans Preference, plus the proof required by that form.

Please Note: Current/Reinstatement Federal employees with status (Tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of SF-50 (Notification of Personal Action) to verify competitive status or reinstatement eligibility. Status applicants who wish to be considered under both merit promotion and competitive procedure must submit two (2) complete application packages. When only one (1) application is received, it will be considered under the merit promotion announcement only.

Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agencies.

Salary Range: \$26,838 - \$38,770.

Application package: All candidates are required to provide the following information. Candidates who do not submit complete packages will be eliminated from consideration.

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RATING FACTORS - CONTINUED

1. Job Application. You may use an OF-612 (Optional Application for Federal Employment), the SF-171 (Application for Federal Employment) OR a resume or some other format as long as it includes the information listed below. Failure to include this information may result in the loss of job consideration.

-Announcement Number and Job Title.

-Your full name and mailing address, along with day and evening telephone numbers.

-Your Social Security Number.

-Country of citizenship.

-Name and location of colleges/universities you attended. Major field of study. Semester/quarter hours completed and date of graduation.

-List any other qualifications or training (e.g., honors, awards, special accomplishments, publications, memberships in professional societies, etc.) you have which you feel makes you a good candidate for this position.

2. A narrative statement addressing each rating factor. These statements must provide examples of your experience, training, and accomplishments which are relevant to the position. Elaborate on your training, experience, and accomplishments highlighting the problems involved in and the objectives of your work, how you handled the problems and met work objectives, and the results of your efforts (evidence of your success) and recognition received.

Applications must be received by the CLOSING DATE.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.